

IDAHO MODULAR BUILDING ADVISORY BOARD MEETING

Monday – August 13, 2007 – 9:00 A.M.

Division of Building Safety
Board Conference Room
1090 East Watertower Street, Meridian, ID

***DRAFT MINUTES OF THE AUGUST 13, 2007 MEETING**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Ken Roche at 9:00 a.m. on Monday, July 16, 2007.

Board Members Present:

Ken Roche, Chairman
Marcus Alley, Secretary
Robert “Chuck” Bleth
Wayne Hanners

Board Members Absent:

Rick Murdock, Vice Chairman

DBS Staff Members:

Kelly Pearce, Administrator
Roger Gabel, Deputy Attorney General
Jack Rayne, Building Bureau Chief
Tom Rodgers, M.H. Program Supervisor
Lisa Stover, Plans Examiner
Mick Nance, Human Resources Specialist Sr.
Bill Hatch, Public Information Officer

Steve Keys, Deputy Administrator, Operations
Eric Fieldstad, Deputy Administrator, Administration
Arlan Smith, Plans Examiner
Melinda Doan, Technical Records Specialist
Renee Bryant, Administrative Assistant
Julie Cloud, Human Resources

Bill Hatch was introduced as the Division’s new Public Information Officer. A synopsis of Mr. Hatch’s work history and job description were presented.

♦ Approval of the August 13, 2007 Agenda

MOTION: Chuck Bleth made a motion to approve the August 13, 2007 Agenda as written. Markus Alley seconded. All in favor, motion carried.

♦ Approval of the July 16, 2007 Board Meeting Minutes

MOTION: Chuck Bleth made a motion to approve the July 16, 2007 Board Meeting Minutes. Wayne Hanners seconded. All in favor, motion carried.

♦ Draft Rules

The existing Modular rules were extracted from the Building Code rules; making them self-contained. The Board reviewed each section of the rules.

MOTION: Chuck Bleth made a motion to accept IDAPA 07.03 with the following changes/additions to Section 029: Add a new fee formula to sub-section 01; detach "Other Inspections and Fees" from Table 1-A and number as subsection 02; renumber the remaining subsections and change the hourly rate from \$47.00 to \$65.00. Marcus Alley seconded. All in favor, motion carried.

♦ **PERSI Participation as a Board Member**

The Board is compensated for the meeting's they attend. A "salary" is considered wages and is subject to PERSI (retirement). Salary based board members with an existing IRA could receive penalties again their IRA. Board members may "opt out" of PERSI by signing a waiver. The Board is to consider legislatively changing the verbiage in their rules from "salary" to "honorarium" and raise the board's salary from \$25.00 to \$50.00.

♦ **Executive Session (If Required)**

The Idaho Open Meeting Law manual was distributed to the Board. Roger Gabel explained the procedures in which to have an executive session.

♦ **Set Date for Next Meeting**

According to statute, the only "meeting requirements" the Board must comply with is to meet on the first day of July, or as soon as practical, to elect a chairman, vice chairman and secretary. The Board approved the next meeting for the first Monday in December.

ACTION: Ken Roche requested Steve Keys address, at the December 3, 2007 meeting, the out-of-state/third party inspection process.

ACTION: The next Board meeting is scheduled for Monday, December 3, 2007, 9:00 a.m. at the DBS office in Meridian, Idaho.

♦ **Administrator's Report**

The status of the Division's future computer system, "CAS" was briefly addressed.

The Division has consolidated their Plan Review Unit; moving all plan review staff to one central location of the building. All plan's reviewed by the Division will be consolidated into a single report.

The Board Conference Room will be reconfigured with a U-shape table, creating better viewing/access for the board and audience.

♦ **Tri-State Reciprocity Meeting**

The Tri-State Reciprocity meeting is scheduled for Wednesday, September 26, 2007, in Oregon. It was suggested one or two board members attend the meeting.

MOTION: Chuck Bleth made a motion for the State to provide travel expenses for two board members to attend the meeting. Wayne Hanners seconded. All in favor, motion carried.

Chairman Ken Roche adjourned the meeting at 11:40 a.m.

KEN ROCHE, CHAIRMAN
MODULAR BUILDING
ADVISORY BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*** These DRAFT minutes are subject to possible correction and final approval by the State of Idaho Modular Building Advisory Board.**



Division of Building Safety Modular Building Board

Fiscal Year 2008. For the month ending October 31, 2007

	Budget	Expenditures	Remaining	% Used
PERSONNEL COSTS	65,000.00	87,418.64	(22,418.64)	134.5
OPERATING EXPENSES	150,000.00	1,064.50	148,935.50	0.7
Total	215,000.00	88,483.14	126,516.86	41.2

Cash Report

Beginning	Receipts	Transfers	Expenditures	Balance
-	291,602.15	200,000.00	88,483.14	403,119.01

Division of Building Safety
Revenue / Expenditures
 Fiscal Year 2008, As of Month Ending Oct

Modular Building- 0229-17

OBJECT	TITLE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1090	INSPECTION FEES	65,225.53	52,875.97	60,169.17	79,741.40	-	-	-	-	-	-	-	-	258,012.07
1545	TECHNICAL SERVICES	8,715.82	7,867.67	7,238.12	9,768.47	-	-	-	-	-	-	-	-	33,590.08
TOTAL REVENUE		73,941.35	60,743.64	67,407.29	89,509.87	-	-	-	-	-	-	-	-	291,602.15

4101	GROSS SALARY & WAGE	6,731.04	19,234.74	18,147.36	19,416.78	-	-	-	-	-	-	-	-	63,529.92
4201	EMPLOYEE BENEFITS	3,666.42	6,906.54	6,600.05	6,715.71	-	-	-	-	-	-	-	-	23,888.72
TOTAL PERSONNEL COSTS		10,397.46	26,141.28	24,747.41	26,132.49	-	-	-	-	-	-	-	-	87,418.64

5001	COMMUNICATION COSTS	10.00	-	-	-	-	-	-	-	-	-	-	-	10.00
5351	EMPLOYEE TRAVEL COSTS	200.91	15.82	-	148.20	-	-	-	-	-	-	-	-	364.93
5401	ADMINISTRATIVE SUPPLIES	37.91	222.96	26.37	146.38	-	-	-	-	-	-	-	-	433.62
5551	COMPUTER SUPPLIES	-	-	-	118.30	-	-	-	-	-	-	-	-	118.30
5961	MISC EXPENDITURES	-	137.65	-	-	-	-	-	-	-	-	-	-	137.65
TOTAL OPERATING COSTS		248.82	376.43	26.37	412.88	-	-	-	-	-	-	-	-	1,064.50

		10,646.28	26,517.71	24,773.78	26,545.37	-	-	-	-	-	-	-	-	88,483.14
TOTAL EXPENDITURES		10,646.28	26,517.71	24,773.78	26,545.37	-	-	-	-	-	-	-	-	88,483.14

		263,495.98	297,536.82	340,154.51	403,119.01	-	-	-	-	-	-	-	-	403,119.01
END CASH BALANCE		263,495.98	297,536.82	340,154.51	403,119.01	-	-	-	-	-	-	-	-	403,119.01